

SUGGESTED TIMELINES FOR 1099 MAINTENANCE BY AGENCIES

MEDIUM-SIZED AGENCIES, such as Attorney General, Health Dept., WSI, Highway Patrol, etc.:

1. Run a Mismatch Query and 1099 Activity Query by no later than October 1 each year and update the 1099 information up to that point. Do the same the first week of January to see your final activity for the previous year.
2. If your agency has multiple districts and/or business unit numbers, please decide who in your agency is responsible for the 1099 maintenance in these divisions. This is not OMB's responsibility.
3. All clean-up of 1099 reporting must be completed by January 15th of each year to give OMB time to make withholding adjustments and clean-up situations that are complicated, not routine ones.
4. Some agencies might not be large, but have a large volume of reportable vouchers (e.g., 18800). These agencies may want to start monitoring these vouchers before October 1.

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